

## Dakota College at Bottineau Course Syllabus

**Course Prefix/Number/Title:** CIS 104—Microcomputer Database

**Course Description:** As a student in this course, you will learn the most important topics of Microsoft Office Access 2010. First, you will be presented with an overview of Office 2010 and Windows 7. You will then get an introduction to Access 2010 and learn about queries, forms, reports, and database structure. The lessons get more and more advanced, covering database design with Northwind and database objects. Finally, you will learn how to create macros, create modules that store VBA, and manage your database.

**Course Objectives:** Upon successfully completing this course, students will be able to challenge the Microsoft Certified Application Specialist evaluation utilizing the following covered material:

Windows OS: Getting Started with Windows 7 and Understanding Files Management

Access 2010 Unit A: Getting Started with Access 2010

Access 2010 Unit B: Building and Using Queries

Access 2010 Unit C: Using Forms

Access 2010 Unit D: Using Reports

Access 2010 Unit E: Modifying the Database Structure

Access 2010 Unit F: Creating Multiple Table Queries

Access 2010 Unit G: Enhancing Forms

Access 2010 Unit H: Analyzing Data with Reports

Access 2010 Unit I: Importing and Exporting Data

Access 2010 Unit J: Analyzing Database Design Using Northwind

Access 2010 Unit K: Creating Advanced Queries

Access 2010 Unit L: Creating Advanced Reports

Access 2010 Unit M: Managing Database Objects

Access 2010 Unit N: Creating Macros

Access 2010 Unit O: Creating Modules and VBA

Access 2010 Unit P: Managing the Database

**Instructor:** Russ Gagnon

**Office:** Minot Campus Administration Building 2<sup>nd</sup> Floor

**Office Hours:** M-F 9:00 a.m. to 4:00 p.m. and by appointment when not in class.

**Phone:** 800-777-0750 ext:4339 or 701-858-4339, Fax: 701-858-4232, Home 852-3463 before 9 p.m.

**Email:** [russ.gagnon@minotstateu.edu](mailto:russ.gagnon@minotstateu.edu)

**Lecture/Lab Schedule:** MWF 11:00-11:50 p.m.

**Textbook:** Lisa Friedrichsen, *Microsoft Office Access 2010 – Illustrated Complete Course Technology*, 1<sup>st</sup> Ed..

**Software:** Microsoft Office 2010, Internet Explorer, and Windows required. Another operating system may be used, but students may notice some differences in the appearance of certain dialog boxes. USB Drive at least 256mb recommended. A personal laptop computer may be used.

**Course Requirements:**

1. Completion of assignments, tests, and taking the final are required.
2. Grading is the accumulation of assignments, quizzes, and tests for total points.

90-100= A    80-89=B    70-79=C    65-69=D    below 65=F

**Tentative Course Outline:** Each Unit will be covered on a weekly basis, if more time is required due to more complicated material, the weekly schedule will be modified as necessary. The final is a personal use database and students will present it to the class.

**General Education Goals/Objectives:** Not assessed in this course.

**Relationship to Campus Theme:** Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology and prepare students for the future use of computers, hardware, and software.

### **Classroom Policies:**

**Missed Classes:** Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

**Assignments:** All assignments are due at the beginning of class on the date due unless specified prior. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise numbers appear in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

**Electronic Devices:** Turn off or mute cellular phones and pagers; **NO TEXTING** during class is allowed, prior permission for personal computer use is required. I will have my cell phone on for campus emergency notifications.

**Academic Integrity:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online: [www.misu-b.nodak.edu/handbook.htm](http://www.misu-b.nodak.edu/handbook.htm)

**Disabilities and Special Needs:** If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.